

STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY



**USED OIL RESEARCH, TESTING, AND
DEMONSTRATION GRANT**

**Third Cycle
Fiscal Year 2002/2003**

Application Instructions

California Integrated Waste Management Board

Checklist of Application Materials

This checklist is included to assist you in putting together your grant application. Each section of your application should be clearly identified and arranged in the following order:

- ☐ Application Cover Sheet (Exhibit A);
- ☐ Table of Contents;
- ☐ Resolution(s) (Exhibit B);
- ☐ Internal Revenue Service (IRS) Determination Letter (Nonprofit Applicant ONLY);
- ☐ California Franchise Tax Board Letter of Good Standing (Nonprofit Applicant ONLY);
- ☐ General Checklist of Business Permits, Licenses, and Filings (CIWMB Form 669) (Exhibit C);
- ☐ Proposal Narrative;
- ☐ Work Plan Form(s) (Exhibit D)
- ☐ Budget Itemization (Exhibit E);
- ☐ Grants Summary Worksheet (Exhibit G)
- ☐ Evidence of a Recycled-Content Purchasing Policy or Directive;
- ☐ Project Support Letter(s) from Local Jurisdiction(s); References;
- ☐ One original and three copies of the application must be mailed to the address below. Identify the original application with a mark or stamp indicating "original" and mark or stamp the copies, "copy". The original and three copies must be typed in a font of no less than 12 point, printed on 8½" x 11" recycled-content paper, double sided, and numbered consecutively. Copies must be free of distortion and easy to read;
- ☐ Application narrative may not exceed 15 pages; this does not include the required attachments; and,
- ☐ Application should be stapled in upper left-hand corner.

APPLICATION FILING PROCEDURES

Applications must be postmarked, or exhibit a commercial carrier tracking number, dated by **Friday, March 14, 2003**. Applications postmarked, or exhibiting a commercial carrier tracking number, dated after Friday, March 14, 2003 will not be accepted and will be returned to the applicant. "Overnight" or "Next Day" delivery may be useful.

Applications received after March 21, 2003 will not be accepted regardless of postmark date. Hand delivered, faxed, or e-mailed applications will not be accepted.

If you have questions, or need additional information, contact James Herota at (916) 341-6443, or Darrin Okimoto at (916) 341-6453.

Please mail applications to:

**California Integrated Waste Management Board
USED OIL RESEARCH, TESTING, AND DEMONSTRATION GRANT, ThirdCycle
Attn: Philip Poon
Grants Administration Unit
P.O. Box 4025
1001 I Street, MS-10
Sacramento, CA 95812-4025**

Question and Answer Period

Questions about the FY 2002/03 Research, Testing, and Demonstration (RTD) Grant, Third Cycle application may be submitted in writing from December 23, 2002 through January 27, 2003 to James Herota, by e-mail to jherota@ciwmb.ca.gov or send by mail to:

California Integrated Waste Management Board
Attn: James Herota
Used Oil and HHW Grants
1001 I Street, MS-21
P.O. Box 4025
Sacramento, CA 95812-4025

Staff will use the questions submitted to develop a question and answer sheet on or before February 3, 2003. Responses will be posted on the California Integrated Waste Management Board's (CIWMB) grants website: www.ciwmb.ca.gov/UsedOil/Grants/Research/ and mailed out upon request. To the extent possible, similar questions will be grouped together. Please note that no project specific questions will be answered.

PROPOSED TIMETABLE

| KEY DATES | ACTIVITY |
|---------------------------------------|---|
| December 23, 2002 to March 14, 2003 | Application period |
| December 23, 2002 to January 27, 2003 | Question and Answer Period |
| February 3, 2003 | Questions and Answers posted on CIWMB website |
| March 14, 2003 | Application deadline |
| April 2003 to May 2003 | Panels review applications and prepare recommendations |
| June 2003 | CIWMB considers grant awards |
| June 2003 | Grant agreements developed and signed |
| July 2003 | Grant recipients begin execution of grant, upon issuance of Notice to Proceed |
| April 30, 2005 | Close of grant term |
| May 15, 2005 | Final Report and Payment Request due |

USED OIL RESEARCH, TESTING, AND DEMONSTRATION GRANT (RTD)

I. GRANT SUMMARY AND GUIDELINES

■ BACKGROUND

The California Oil Recycling Enhancement Act (Act) (Sher, Statutes of 1991, Chapter 817) authorizes the California Integrated Waste Management Board (CIWMB) to issue various types of grants to local governments, nonprofit organizations, and other entities to enhance the collection and recycling of used lubricating oil. Under the Act, the CIWMB collects from oil manufacturers four cents (\$0.04) for every quart of lubricating oil sold, transferred or imported into California. Public Resources Code (PRC) § 48632(c) specifically authorizes the CIWMB to issue grants for research, testing, or demonstration projects for collection technologies and/or to develop uses for products resulting from the recycling of used oil. If you have questions or need additional information, contact James Herota at (916) 341-6443 or Darrin Okimoto at (916) 341-6453.

■ APPLICANT ELIGIBILITY

Eligible applicants must fall into one of the categories listed below:

- Individual(s) doing business in California;
- Companies doing business in California;
- Public agencies such as cities, counties, school districts, special districts, or state agencies;
- Nonprofit organizations recognized by the Internal Revenue Service under sections 501(c)(3), 501(c)(4), 501(c)(6), or 501(c)(10), of the Internal Revenue Code; and,
- Colleges or universities located in California.

Applications involving public/private or multi-jurisdictional partnerships are encouraged. Applicants must be able to demonstrate their ability to successfully conduct research, testing, or demonstration projects. Only one application may be submitted by each applicant. An applicant may be involved in other Research Grants as a participating (non-lead) public agency, contractor, etc. Local governments or nonprofit organizations with an active or upcoming grant(s) under the CIWMB Used Oil Program may apply for this RTD Grant but only for projects and expenses not funded by their current or upcoming grant(s).

Requirments for nonprofit applicants

- Eligible nonprofit groups are those recognized under Sections 501 (c)(3), 501 (c)(4), 501 (c)(6), or 501 (c)(10) of the Internal Revenue Code. A copy of the most recent Determination Letter issued by the Internal Revenue Service and a copy of the Letter of Good Standing issued by the California Franchise Tax Board must be included with the grant application.
- Nonprofit applicants without evidence of nonprofit status are ineligible.

■ GRANT FUNDING

CIWMB staff anticipates approximately two million dollars (\$2,000,000) will be available for the RTD Grant during the fiscal year 2002/2003. Applicants may not request more than three hundred thousand dollars (\$300,000).

Applicants are encouraged but not required to provide matching funds. Any monies supplied by the applicant or other entities will be considered matching contributions if they qualify as eligible costs. Matching contributions must be a minimum of ten percent (10%) to qualify for criteria points. Matching contributions must be fully itemized in the budget itemization. Grantees will be required to document all matching contribution expenditures.

Grants will be awarded on a competitive basis. The CIWMB reserves the right to only fund certain portions of a grant proposal. The CIWMB reserves the right not to award this grant. Funding is subject to availability.

■ GRANT TERM

The term of the grant is anticipated to be from July 1, 2003 through April 30, 2005.

■ ELIGIBLE PROJECTS

RTD Grants will be awarded on a competitive basis for research, testing, or demonstration projects for collection technologies and/or to develop uses for products resulting from the recycling of used lubricating oil¹. Projects must not be dependent upon the award of other grants. Projects definable under one of these categories listed below will be eligible for priority program criteria points.

Note: These project categories are mutually exclusive. Only one of the project categories may be selected and receive program criteria points.

- **Project develops a technique, process, market, or product not already available in California, which utilizes re-refined motor oil.** Developing new uses for used oil or improving re-refined processing methods could give rise to the increased use of re-refined products via a broader range of products and provide an additional incentive for the proper disposal of used motor oil.
- **Project involves an independent third-party technology evaluation of storm drain inlet filter devices relating to stormwater pollution from used oil.** The current product performance data on stormwater filtration devices is generally limited to manufacturers. Additional testing and evaluations by independent third parties could increase the integrity of product performance data.
- **Project furthers the development and effectiveness of equipment designed to recover oil from oily water.** Oily waste water is a significant component of the used oil waste stream. Encouraging the development of a more efficient oil and water separation method could reduce disposal costs and reduce the possibility of improper disposal of oily water.
- **Project proposes to develop a cost-effective field test kit for use in identifying polychlorinated biphenyls (PCBs) in used motor oil.** Used oil collection facilities occasionally incur additional costs due to the illegal disposal of PCBs in used motor oil. A field test kit would provide used oil collection facilities a new option for use in detecting PCB contaminated motor oil prior to mixing the oil with uncontaminated used motor oil. As a result, there would be less risk to used oil collection centers receiving used oil contaminated with PCBs. In addition, reimbursement costs associated with cross-contamination could decline.
- **Project proposes to develop a strategy and establish a pilot-program for collecting used oil from independent truckers.** Big rig tractors utilize a substantial amount of used motor oil. Efforts to increase used motor oil collections and the dissemination of information promoting the proper disposal of used motor oil could improve used oil collection. Proactive measures to increase the proper disposal of used motor oil would facilitate reducing risks to the environment and human health.

■ ELIGIBLE COSTS

All costs must be directly related to the grant projects. Allowable costs include materials, services, equipment, or facilities that directly support the grant activities. Costs must be reasonable, cost-effective, and focused on local and/or regional, or statewide needs as described in the application. All costs must be incurred during the grant term.

■ INELIGIBLE COSTS

Any costs not directly related to and CIWMB approved for the proposed grant project are ineligible for grant funding. Ineligible costs include, but are not limited to, the following:

¹ Public Resources code §48618 states, “[lubricating oil includes, but is not limited to, any oil intended for use in an internal combustion engine crankcase, transmission, gearbox, or differential in an automobile, bus, truck, vessel, plane, train, heavy equipment, or other machinery powered by an internal combustion engine.”

- Costs incurred prior to the issuance of the Notice to Proceed or after April 30, 2005;
- Costs currently covered by another CIWMB loan, grant or contract;
- Purchasing or leasing of land;
- Purchasing or leasing vehicles;
- Remediation. However, mitigation is allowed as defined in PRC § 48618.4 to include "...the prevention of stormwater pollution from used oil and oil byproducts and the reduction or alleviation of the effect of stormwater pollution from used oil and oil byproducts by means of action taken on public property. Mitigation includes the installation of devices and implementation of practices that prevent used oil and oil byproducts from causing stormwater pollution. **Mitigation does not include the cleanup or restoration of polluted areas.**";
- Enforcement activities;
- Overtime costs (except when required by law or labor contract for staffing evening or weekend events);
- Out-of-state travel;
- Any food or beverages (e.g. as part of meetings, workshops, training, or events);
- Public education costs not related to the proposed project or technology ;
- Profit or mark-up by the Grantee;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Cell phones, computers, and pagers;
- Collection/disposal/recycling of non-oil related Household Hazardous Waste (HHW);
- Development of school curricula;
- Costs for promotion of a project or technology other than those related to the proposed project or technology; and,
- Costs for promotion or public awareness activities that are not directly related to and necessary for the successful implementation of the proposed project.

■ OWNERSHIP

Copyrights and Trademarks.

The Grantee shall assign to the CIWMB any and all rights, title, and interests to any copyrightable material or trademarkable material created or developed in whole or in any part as a result of the Grant Agreement, including the right to register for copyright or trademark of such materials. The Grantee shall require that its contractors and subcontractors agree that all such materials shall be the property of the CIWMB. Upon written request by the Grantee, the CIWMB may give, at the Executive Director's sole discretion, written consent to the Grantee to retain all or any part of the ownership of these rights.

The CIWMB shall grant to the Grantee a royalty-free, nonexclusive, nontransferable license to reproduce, translate, and distribute copies of the materials produced pursuant the Grant Agreement, for nonprofit purposes, and to have or permit others to do so on the Grantee's behalf.

Ownership of Drawings, Plans, and Specifications. The CIWMB shall have separate and independent ownership of all drawings, design plans, specifications, notebooks, tracings, photographs, negatives, reports, findings, recommendations, data, software, and memoranda of every description or any part thereof, paid for in whole or in any part with grant funds. Copies thereof shall be delivered to the CIWMB upon request. The Grantee shall agree, and shall require that its contractors, subcontractors, and vendors agree that the CIWMB shall have the full right to use the copies in any manner when and where it may determine without any claim to additional compensation.

Patents. The Grantee shall assign to the CIWMB all rights, title, and interest in and to each invention or discovery that

may be capable of being patented, that is conceived of or first actually reduced to practice in the course of or under the Grant Agreement, or with the use of any grant funds. Upon written request by the Grantee, the CIWMB may give, at the Executive Director's sole discretion, written consent to the Grantee to retain all or any part of the ownership of these rights.

■ CONFIDENTIALITY

Any information submitted to the CIWMB may be subject to disclosure under the Public Records Act. PRC § 40062 allows the CIWMB to protect qualifying confidential information from disclosure. Applicants must identify in their application those portions that they believe are subject to protection as confidential information. If a public records request involves information deemed confidential by the applicant, the CIWMB will determine if the information is confidential. If the CIWMB does not agree with the applicant's claim for confidentiality, the CIWMB will give the applicant 30 days to justify claim before releasing the information.

II. GRANT APPLICATION REVIEW AND AWARD PROCESS

■ APPLICATION REVIEW

After the close of the application period, review panels consisting of CIWMB staff will be convened. The panels will evaluate applications using the scoring criteria approved by the CIWMB. Applicants must attain at least 70 points out of the 100 points possible to be eligible for funding.

■ CIWMB AWARD OF GRANTS

It is anticipated that the CIWMB will consider the funding recommendations at its June 2003 CIWMB meeting. Applicants will be notified of the recommendations prior to the CIWMB meeting.

III. APPLICATION INSTRUCTIONS

The RTD Grant application must contain the following information in this order:

- Application Cover Sheet Form (Exhibit A)
- Table of Contents
- Resolution(s) (Exhibit B)
- IRS Determination Letter (Nonprofit Applicant ONLY)
- California Franchise Tax Board Letter of Good Standing (Nonprofit Applicant ONLY)
- General Checklist of Business Permits, Licenses, and Filings (Exhibit C)
- Proposal Narrative:
 - Section 1: Need
 - Section 2: Goals and Objectives
 - Section 3: Work Plan (Exhibit D)
 - Section 4: Evaluation
 - Section 5: Budget, including Budget Itemization (Exhibit E)
 - Section 6: Completeness, Project Support Letters, References, Experience, etc.
 - Section 7: Evidence of a Recycled Content Purchasing policy or directive
 - Section 8: Applicant will provide matching funds of at least 10 percent (if applicable).
 - Section 9: Applicant involves a public institution, public/private partnership or takes a multi-jurisdictional approach (include letter of support from participating jurisdiction).
 - Section 10: Project develops a technique, process, market, or product not already available in California, which utilizes re-refined motor oil.
 - Section 11: Project involves an independent, third party technology evaluation of storm drain inlet filter devices relating to stormwater pollution caused by the improper disposal of used oil.
 - Section 12: Project furthers the development and effectiveness of equipment designed to recover oil from oily water.

- Section 13: Project proposes to develop a cost-effective field test kit for use in identifying PCBs in used motor oil.
- Section 14: Project proposes to develop a strategy and establish a pilot-program for collecting used oil from independent truckers.

Note: Sections 10 – 14 are mutually exclusive.

■ APPLICATION COVER SHEET (Exhibit A)

The required Cover Sheet Form (Exhibit A) may be adapted to each applicant's computer software; however, the format must be followed exactly according to the instructions on the form.

■ RESOLUTION (Exhibit B)

Where applicable, a resolution and supporting documents **MUST BE SUBMITTED WITH THE APPLICATION**. An approved, signed and dated resolution from the applicant's governing body (e.g., Board of Directors) must authorize submittal of an application for the RTD Grant and must identify the title of the individual authorized to execute all Grant related documents (e.g., Grant Agreement, Progress Reports, and Requests for Payment).

Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement and Payment Requests. If a "designee" is authorized in the resolution, be sure to include a letter signed by the signature authority indicating the job title of the designee.

Multiple RTD Grant Participants – Multiple RTD Grant participants or chapters of an umbrella organization may join together to propose a grant project. A lead applicant must be designated by the participating partners. The lead agency must submit a resolution as described above (Exhibit B). In addition, where applicable, each partner must submit a resolution from its governing body stating that the partner wants to participate in a program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator. *Note: if awarded the Grant, the lead agency will be the designated Grantee, and as such will be the party responsible for performance of the grant and all reporting requirements.*

■ GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES, AND FILINGS (Exhibit C)

The General Checklist of Business Permits, Licenses, and Filings must be completed as part of the grant application. The applicant is required to complete this checklist detailing the critical permits/licenses required for the project. An updated Checklist must also be included as part of the Grant Agreement, with each Payment Request, and with the Final Report for verification that the appropriate permits/licenses and filings were obtained during the course of the grant period. Failure to complete this Checklist will result in an incomplete application and disqualification.

■ PROPOSAL NARRATIVE

The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address the project summary as well as the ten scoring criteria (Exhibit F). We have provided questions for each criterion that should help you develop your proposal. The tip boxes after the questions should help you focus on information that is important to include. Criteria 1-7 comprise the General Review Criteria and Criterion 8-14 is considered Program Criteria. **The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.** Attachments to support the proposal narrative include the Permits Checklist (Exhibit C), Work Plan (Exhibit D), and Budget Itemization (Exhibit E). Instructions for completing the Work Plan and the Grants Summary Worksheet (Exhibit G) Forms are on the reverse side of each form. Provide attachments and any supporting documentation with the appropriate section(s) as outlined on the following pages.

Briefly address each question below, remembering to note the information requested in the boxes and the application preparation tips. The proposal narrative is limited to 15 pages not including exhibits and other attachments.

GENERAL REVIEW CRITERIA (82 points possible)

Introduction: Project Summary (1 paragraph)

What is the problem you are addressing? Briefly describe your project.

1. **Need (21 points)** - Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project.
 - (6 pts.) Addresses the identified need as it relates to used oil collection technologies and products derived from used oil;
 - (5 pts.) Includes evidence supporting the need for this project, and avoids unsubstantiated assumptions;
 - (5 pts.) Points out any economic or environmental considerations that may further justify the need for this project; and
 - (5 pts.) Describes how the developed product or concept would increase the collection of used lubrication oil in California.
2. **Goals and Objectives (7 points)** - Describe ***what*** you wish to accomplish by completing this grant project. Describe measurable target(s) that must be met on the way to attaining your goals.
 - (2 pts.) Describes measurable goals, includes specific target dates and identifies interim products;
 - (1 pts.) Relates directly to fulfilling the specific need identified by your proposal;
 - (1 pts.) Clearly describes any outcomes resulting from the successful completion of this project;
 - (2 pts.) Identifies the goals and objectives that are met within the CIWMB's Strategic Plan (www.ciwmb.ca.gov/publications/general/52001008.doc); and
 - (1 pts.) Includes any environmental and economic benefits resulting from your (project) efforts.

TIP: *The term of this grant is approximately 22 months, demonstrate your project can be implemented and that objectives can be achieved within the indicated time frame.*

3. **Work Plan (13 points)** - Specific list of all grant eligible procedures or tasks used to complete your project.
 - (3 pts.) Includes a completed Work Plan Form (Exhibit D);
 - (2 pts.) Shows the strategies you will employ to effectively resolve the problems identified in the need statement;
 - (2 pts.) Identifies the staffing requirements necessary to carry out the proposed project, including staff

assignments;

(3 pts.) Lists any resources or materials that will be necessary to complete the project; and

(3 pts.) Identifies any required permits (licenses and filings), along with a plan and timeline for obtaining permits, licenses and filings. (Exhibit C).

TIP: List tasks in a sequenced timeline. The grant term is approximately 22 months. Explain how you will achieve the objectives. When permits/licenses are required specify when permits/licenses or variances will be obtained. Cost of continuing program - list funding priorities and give reasons. In the Work Plan and Grant Narrative list the task and the date activities will be undertaken to achieve the project tasks.

4. Evaluation (9 points) - Measures the outcome of the applicant's project.

(3 pts.) Describes the method for evaluating and measuring the interim progress and final outcome;

(3 pts.) Describes how to overcome anticipated challenges; and

(3 pts.) Describes any evaluation reports to be produced for CIWMB review.

TIP: Describe statistical tests/questionnaires. Process evaluation – did you complete what you set out to do? Outcome evaluation – what impact did your program have on your target audience and/or increased recycling of used oil? Grant Narrative describes a method to evaluate the success of the project and determine whether objectives were accomplished.

5. Budget (10 points) - Cost (dollar figure) associated with activities necessary to complete the project.

(6 pts.) Includes an itemization of quotes, estimates, or other documentation that support identified expenses in the Work Plan Form (Exhibit D);

(2 pts.) Identifies cost savings such as matching funds, volunteer labor, in-kind services, recycling options, and use of existing promotional material, etc.; and

(2 pts.) Describes how managerial, contingency, and miscellaneous costs are kept at a minimum.

Arrange **Budget Itemization** by these categories, if applicable:

Personnel/Other: All personnel costs and any other eligible expenditure that cannot be assigned to another category.

Stormwater Mitigation: Installation and maintenance of filters, storm-drain stenciling, and all applicable costs of publicity, education, and personnel.

Publicity and Education: Costs for the development, printing, and distribution of educational materials that promote used oil or used oil filter recycling, or stormwater pollution prevention.

Permanent Collection Facilities or Equipment/Grant Research Project: Costs for the establishment, expansion, and operation of used oil collection centers; or the establishment/ expansion of permanent HHW

collection facilities or equipment/grant research project. (For ongoing costs for an HHW collection facility, include only the costs directly related to the management of used oil, used oil filters or oil bottle containers.)

Temporary or Mobile Collection: Costs for one-day, intermittent events, or mobile collection (other than residential collection) of used oil and used oil filters.

Residential Collection: Costs for establishment, continuation, or expansion of curbside or door-to-door collection of used oil and used oil filters.

Load Checking: Costs for inspection of loads at solid waste landfills or transfer stations for used oil and used oil filters. Costs for containment (permanent or semi-permanent structure) should also be included here.

TIP: *Be sure to include a Budget Itemization (Exhibit E). Review the ineligible and eligible cost sections of this application package to determine eligible costs. Reference the page number of your quotes; provide details for equipment, services, and supplies; justify all non-specific costs such as overhead and miscellaneous. If the quote lists more than one item, please highlight the applicable item. The proposed narrative and Budget Itemization must demonstrate that the project is cost effective and makes judicious use of the requested grant funds. **Make the budget clear and concise; present the budget in such a manner that someone unfamiliar with your organization will understand it. Carefully check the accuracy and cost-effectiveness of all budget items, extraneous and unsupported budget items will count against you! Items for which there are no quotes may be eliminated. All items listed in the Budget Itemization must be discussed in the narrative.***

6. **Completeness, Letters of Support, Experience (7 points)** - Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project.

(3 pts.) Application is presented in an organized, clear and concise manner;

(2 pts.) Shows that sufficient staff resources, with the appropriate technical expertise, are available for this project;

(1 pts.) Contains background statements, resumes, and references for key project personnel and contractors;

(1 pts.) Includes letters of support for the project from local governments, or state agencies.

TIP: *Double-check your application and make sure everything asked for is included, and in the order prescribed. Avoid assumptions that reviewers have access to outside information. Include evidence that the applicant and/or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs, to carry out the proposed project. A signature designee must be identified by job title and must be authorized in a separate letter signed by the authorized signature authority.*

- **Project Support Letter(s) from Local Jurisdiction(s)**

Letters of support must be on the local government's letterhead and must be signed by the individual with responsibility for the local used oil program. Letters must demonstrate that the local government understands the specific project you are proposing and details how they will work with your organization as you implement your proposal.

General letters of support from others should also be included in this section.

- **References**

Include written references from at least two organizations, other than the CIWMB, from which the applicant's organization has received a grant. Each reference must include a brief description of the tasks undertaken, the requirements of the grant, and the extent to which your organization satisfied those requirements. If your organization has not received any previous grants, provide letters from other organizations with which your organization has worked. All references must provide current information including the name, address, telephone, and fax numbers of the individual that provided the reference from each organization.

All references must be submitted with the application.

7. **Evidence of a recycled-content purchasing policy or directive (15 points)** – Applicant demonstrates evidence of recycled content policy by the purchase of recycled-content products, recycled or reused products, such as re-refined oil, recycled-content paper, use of compost and mulch, and other “green” products or materials, or engages in other waste reduction activities where appropriate and feasible. Applicant will be awarded points if:

(10 pts.) Policy is in place or will be adopted by the applicant during the application period;

(5 pts.) Applicant proposes to evaluate their Recycled-Content Products (RCP) purchasing policy annually.

The evaluation should address the positive and negative features, the sustainable practices performed during the past year and present a plan to increase the percentage of RCP by the applicant.

SPECIFIC PROGRAM CRITERIA (8 points possible)

In your grant application, specify which criteria (8 or 9 or both) that pertain to your proposed project:

8. **Applicant will provide matching funds of at least ten percent (10%). (3 points)**
9. **Applicant involves a public institution, public/private partnership or takes a multi-jurisdictional approach (include letter of support (and resolution) from participating jurisdiction if appropriate). (5 points)**

PRIORITY PROGRAM CRITERIA (10 points possible)

To receive additional points, specify in your application only one of the following priority criteria (10 – 14) that pertains to your proposal:

10. **Project develops a technique, process, market, or product not already available in California, which utilizes re-refined motor oil. (10 points)**
Developing new uses for used oil or improving re-refined processing methods could give rise to the increased use of re-refined products via a broader range of products and provides an additional incentive for the proper disposal of used motor oil. Describe the proposed project and explain how the technique, process, market or product is new to California. List and describe the distinguishing features that show there is a difference or uniqueness when compared to available alternatives in California.
11. **Project involves an independent third party technology evaluation of storm drain inlet filter devices relating to stormwater pollution caused by the improper disposal of used oil. (10 points)**
The current product performance data on stormwater filtration devices is generally limited to manufacturers. Additional testing and evaluations by independent third parties could increase the integrity of product performance data.

Describe how you qualify as an independent third party and explain how you will objectively conduct the technology evaluation. Specify whether the manufacturer's storm drain filter device is intended for separating used oil from stormwater.

12. Project furthers the development and effectiveness of equipment designed to recover oil from oily water. (10 points)

Oily waste water is a significant component of the used oil waste stream. Encouraging the development of a more efficient oil and water separation method could reduce disposal costs and reduce the possibility of improper disposal of oily water.

Explain how the project relates to the ongoing development and improvement of equipment and compare the existing efficiency to the estimated increase in the equipment's efficiency for recovering oil from oily water.

13. Project proposes to develop a cost-effective field test kit for use in identifying polychlorinated biphenyls (PCBs) in used motor oil. (10 points)

Used oil collection facilities occasionally incur additional costs due to the illegal disposal of PCBs in used motor oil. A cost effective field test kit would provide used oil collection facilities a new option for use in detecting PCB contaminated motor oil prior to mixing the oil with uncontaminated motor oil. As a result, there would be less risk to used oil collection centers receiving used oil contaminated with PCBs. In addition, reimbursement costs associated with cross-contamination could decline.

Explain how the field test kit would be cost-effective when compared to existing laboratory methods such as gas chromatography used for testing the presence of PCBs in used motor oil. Specify the feasibility of the test kit for use by the layperson such as a used oil hauler truck driver and/or automotive part sales clerk.

14. Project proposes to develop a strategy and establish a pilot-program for collecting used oil from independent truckers. (10 points)

Big rig tractors utilize a substantial amount of used motor oil. Efforts to increase used motor oil collections and the dissemination of information promoting the proper disposal of used motor oil could improve used oil collection. Proactive measures to increase the proper disposal of used motor oil would facilitate reducing risks to the environment and human health.

Define the strategy that would increase the collection of used oil from independent truckers i.e. truck owner/operators. Explain how the pilot-program would identify barriers to the proper disposal of used motor oil by independent truckers. List the methods used to provide outreach to independent truckers for the purpose of educating truckers on the proper disposal methods of used motor oil.

IV. GRANT ADMINISTRATION

■ GRANT AGREEMENT

Following the CIWMB's approval of the grant applications, tentatively scheduled for the June 2003 CIWMB Meeting, the awarded RTD Grant applicants will receive a Grant Agreement that includes the Terms and Conditions, Procedures and Requirements, applicant's Budget Itemization and Work Plan. The signature authority, designated by resolution, is the only person authorized to sign the Grant Agreement.

Award of this grant will be conditional on the following two requirements: the proposed Grantee must within ninety (90) days from the date of mailing of the Grant Agreement by the CIWMB: 1) return the completed and signed Grant Agreement to the CIWMB; and 2) pay in full all outstanding debts owed to the CIWMB. Check with your Accounting Office to determine if you have any outstanding CIWMB invoices.

The Grant Agreement is tentatively scheduled for a term of 22 months beginning with the issuance of the Notice to Proceed July 1, 2003 and terminating April 30, 2005.

■ PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for actual costs directly related to the implementation of the approved project. Payment will be made only for costs described in the applicant's approved Budget Itemization. All Payment Requests must be prepared as described in the Procedures and Requirements and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, Personnel Expenditure Summary Forms, etc.) **Ten percent (10%) of each approved payment request will be withheld until completion of the grant term.**

Advance payment may be made under exceptional circumstances consistent with the CIWMB policy. Contact your grant manager for additional information.

AUDIT REQUIREMENTS

The Grantee agrees that the CIWMB, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

Applications must be postmarked by Friday, March 14, 2003.

Applications postmarked after that date will not be accepted.

Applications received after March 21, 2003 regardless of postmark will not be considered.

Hand delivered, faxed, or e-mailed applications will not be accepted.

Mail applications to:

**California Integrated Waste Management Board
Used Oil Research, Testing, and Demonstration Grant, Third Cycle
Attn: Philip Poon
Grants Administration Unit
P.O. Box 4025
1001 I Street, MS-10
Sacramento, CA 95812-4025**